

WESTBROOK VILLAGE GOLF CLUB SUMMARY MINUTES

MEETING: WBVGC Board of Directors

DATE: June 11, 2014

LOCATION: Club Conference Room

CALL TO ORDER: The meeting was called to order at 3:00 PM Tom Lodge, Vice President presiding

- A. **ATTENDEES:** Rick Axelrad, Terry Bice, Tom Lodge, Bob Oracheff,
Attended via Telephone: Roy Chapman, David Frey, Steve Karch, Cathy Raich
- B. **ABSENT:** Bill Vogt
- C. **OTHERS ATTENDING:** Barbara Jean Strucel, Office Manager, John McCahan, Head Golf Professional, Brandon Evans, Golf Professional/IT and David Escobedo, Course Superintendent.
- D. **MINUTES APPROVED:**
1. Bob Oracheff motioned to approve the minutes from the May 14, 2014 Board meeting.
Tom Lodge seconded the motion.
The motion was carried.
- E. **PRESIDENT/IT – STEVE KARCH**
1. Steve Karch continues to meet with operational managers (David Escobedo, John McCahan, Barbara Jean Strucel, and Brandon Evans) on a weekly basis to review Club operations and discuss pending issues or concerns. This has been a good team building experience, communications seems to be improving among the managers, and timely actions are being taken on items of concern. As a general rule, at least one other Executive Committee member participates in the weekly staff meetings.
 2. Steve Karch has been working closely with Terry Bice on the FY 2015 Budget Plan.
- F. **VICE PRESIDENT / BYLAWS – TOM LODGE**
1. This year, the Club will be inviting the insurance broker for the HOA to offer proposals for the Club's insurance needs for the upcoming renewal periods. Proposals will also be invited from the brokers with whom the Club now does business.
- G. **SECRETARY'S REPORT- RICK AXELRAD**

1. **RJP Estate Planning Naming Rights:** Brandon Evans, Dachele Frey, and Rick Axelrad met to discuss scoreboard design, pro shop sign design, decals for cart fleet, and range ball logos. The range ball logo and color was approved by RJP Estate Planning and the range balls have been ordered. The scoreboard and pro shop sign design has been selected with Brandon to work with Bill Burnstein. Costs should come in well below what was initially projected. The decals are also to be done in-house later in the summer. The goal is to have everything ready sometime in September.
2. We were visited by a large group of members of a competing country club and they have told us they plan to join in the fall. There is potential for up to 9 six month couples and 1 twelve month single. A continuing dialog with the key influencer is on going.
3. Dachele Frey has begun inputting the GolfNow and Cooler Pass names and addresses into a database so that we can begin marketing via emails much. Many of our competitors already do this and we think it could help in attracting new members if done right.

H. TREASURER– TERRY BICE

1. Terry Bice along with other members of the board have met with financial groups concerning loans to finance the LIP. All the bank representatives have the data they requested, so far, and are preparing a proposal for the board. These presentations will include a question and answer session and will result in the selection of the financial institution and type of Loan the board feels is acceptable and fits the needs of the Golf Club. The selection shall be made on all qualifications as well as the Bank's ability to serve entire banking requirements i.e. day to day account management and banking requirement.
2. The Club has submitted data requested by an accounting firm so they may present a proposal for the audit of our books. This is a yearly requirement, but the scope of work may be somewhat reduced to fulfill the requirements of our not for profit organization, and the requirements of lending institution. I expect to meet with the firm prior to the end of the month to discuss our requirements and their recommendation as well as their fees for the Audits/reviews/copulations. The proposal and recommendations should be ready for presentation in time for the July Board meeting.
3. The budget has been worked diligently by board members and department heads to create what is believed to be a reasonable and accurate budget for FY 2015. Obviously there are areas that require adjustments and refining. Work with the department heads, board members, and the Budget and Finance Committee will continue for the next few weeks, to arrive at the goal of a balanced budget. However, the request for approval, in principle, is being respectfully submitted.

YTD Cash Basis Financial Report	FY 2014 thru May 2014		
	Actual	Budget	Variance
Operating Income *	2162.5	1986.0	176.5
Operating Expense *	1684.7	1668.2	(16.5)
Operating Margin	477.8	317.8	160.0
Capital & Leases *	(271.2)	(86.5)	(184.7)
Est. Operating Cash Impact	206.6	231.3	(24.7)
Reserve Status			
Operating Reserve Balance			
Initiation Fees to Asset Protection Fund	8.0		
Asset Protection Reserve Balance	533.5		
* Pro Shop Merchandise Sales, Range Revenue are net of expenses in Operating Expense			

I. FACILITIES COMMITTEE – ROY CHAPMAN

1. The AC unit on the Lakes Restaurant went out due to the compressor failure. The cost to repair the 25-year-old unit was almost as much as a new one. The installation of the 15 ton AC unit was completed a week ago Thursday. This unit with installation was almost \$16,000.
2. A maintenance contract has been signed with Canyon State to service all of our AC units for \$2700. This includes cleaning the coils, which has never been done on any of our units.
3. New carpet has been purchased for the Vistas dining rooms and bar. The restaurant has agreed to pay 50% of the cost of the carpet. The carpet will be installed when the contractor can work us in and when the Vistas Restaurant is closed.
4. Peter and Gabe have agreed to repaint the restaurant prior to the installation of the new carpet, the paint will be provided by the Golf Club.
5. The light fixture in the ladies restroom at the Lakes number 14 has been replaced. This was a solution to a concern about it being too dark inside the restroom.
6. Roy met with Peg Jenson who represents the ladies 18-hole and nine-hole groups, to look at additional storage in their locker room at the Vistas. We agreed upon a solution and she got approval from their boards to spend \$2000 to update their storage area. This would include removal of the lockers and having cabinets with adjustable shelves installed in their place. It would also include building shelves inside the two showers, and placing handles on the shower doors so these can be locked and secured. This will require Mike and Ralph to dismantle the lockers and prep the wall area for a contractor to come in and build the new storage cabinets.
7. Mike and Ralph did a test sample of four golf cart parking areas with the recommended paint that Dunn Edwards said was for that purpose. The result was not acceptable and we did not have the right equipment to do the job properly. To purchase the sprayer and other equipment needed would have been too costly. As a result, the golf cart stripping is being headed up by Gene Phelps, he has raised the funds and is negotiating with the contractor to get the striping and numbering done for both golf courses.

J. GOLF COMMITTEE- BILL VOGT

1. July 4th Tournament flyers and signup sheets are out. Cost is \$30 and includes a barbeque afterwards in the Links Grill. Format will be 6 holes of three different formats. Teams must include a male and female.
2. George Fox University has agreed by email to next year's tournament with 8 teams and moving the practice round to Friday afternoon, 18 on Saturday afternoon, and 18 on Sunday morning. Cost to each team is \$550 for a total of \$4400. Signed Contract should be forthcoming.

K. GREENS AND GROUNDS / LRP COMMITTEE – BOB ORACHEFF

1. David Escobedo recommended replacing the sand trap machine at the Vistas. The Greens & Grounds committee approved the idea and suggested leasing two new machines to keep the traps consistent at both courses.
2. Jim Swallow presented the Gifting Committee's idea for the Halvorson bench. The G & G Committee approved the idea. Jim Swallow was invited to the June Board meeting to present the idea to the Board.
3. David Escobedo's proposal to expand the putting green at the Lakes was given an enthusiastic approval by the G & G Committee.

L. COMMUNICATIONS – CATHY RAICH

1. The Communications Committee participated in the following:
 - Published monthly member e-mail
 - Assist Membership/Marketing to review and redesign various marketing materials
 - Continue to monitor and edit information on website
 - Assisted other board initiatives

M. SALES/MARKETING - DAVID FREY

1. Dachele Frey submitted an update on sales and marketing initiatives.

N. JIM SWALLOW

1. Jim Swallow entered the meeting to present the Gifting Committee's proposal for the Denny Halvorson memorial bench. The bench would be a viewing bench engraved with a back rest. The bench would be located at the Vistas #18 adjacent to the cart parking area across from the restaurant bar entrance. Exact placement would be determined by David Escobedo. The Board approved the idea.

O. UNFINISHED BUSINESS

1. Tom Lodge motioned the board adopt the bylaw revisions and ballot as submitted. Rick Axelrad seconded the motion. The motion was approved.
2. The Board approved starting the Lakes putting green expansion next week. The chipping green will serve as a temporary putting green while the project is in progress.

3. David Escobedo updated the Board on the LIP Project and the recent meetings with the irrigation project designer Marvin Mills. It is highly recommended that the LIP Project begin no later than April 20, 2015, It is absolutely critical that the irrigation systems around the greens be completed before David's crews can begin sprigging the new grass on the greens. We will need 90 days of hot weather to insure that the greens will be ready for opening after the over seeding in early November. On May 1, 2015 the entire Lakes course would be closed for the LIP Project". The Board concurred with these recommendations and, pending final approval of the LIP Project, the start date would be April 20, 2015. Distributing water to the HOA would possibly impact the LIP project. Marvin suggested main lines may need to be increased if we are going to serve additional areas. Demand is currently being researched by the Water Rights Committee. The contractor bidder's conference will be delayed until this information has been finalized.
4. Tom Lodge motioned to approve the FY 2015 non LIP budget submitted by Terry Bice with the understanding that a FY 2015 budget including the LIP will follow if the project is approved.
Bob Oracheff seconded the motion.
The motion was approved.

P. NEW BUSINESS

1. The Vistas pump station will be painted when the HOA paints the walls. At that time we will get a bid from their painter.
2. John McCahan is researching the possibility of a 9-hole men's league.
3. David Escobedo requested approval to purchase two new Toro Sand Pros at a cost of \$12,000 each. Financing option is available from Toro. The Board approved the purchase to be financed.
4. Brandon Evans is reviewing a proposal from EZ Links for an all-inclusive tee-sheet and POS System.
5. John McCahan asked for approval to put yardage markers on the back range at the Vistas. This request was approved.

ADJOURN: Tom Lodge adjourned the June 11, 2014 board meeting at 4:45.

NEXT MEETING: Wednesday, July 9, 2014 at 3:00 PM in the Golf Club Conference Room.

Westbrook Village Golf Club